



Department of Energy

Washington, DC 20585

December 12, 2003

MEMORANDUM FOR DISTRIBUTION

FROM: John Evans, Facility Representative Program Manager

A handwritten signature in black ink, appearing to read "John Evans", is positioned to the right of the "FROM:" line.

SUBJECT: Facility Representative Program Performance Indicators Quarterly Report

Attached is the Facility Representative Program Performance Indicators Quarterly Report covering the period from July to September 2003. Data for these indicators are gathered by Field elements quarterly per DOE-STD-1063-2000, *Facility Representatives*, and reported to Headquarters program offices for evaluation and feedback in order to improve the Facility Representative Program.

As of September 30, 2003, 92% of all Facility Representatives were fully qualified, exceeding the DOE goal of 75%. At a meeting of the Federal Technical Capability Panel (Panel) on November 20, 2003, the Panel established a new DOE goal of 80% for the percentage of fully qualified participants in the DOE Technical Qualification Program. The next Facility Representative quarterly report will reflect this new DOE goal. Currently, only four of 27 sites do not meet this new goal for Facility Representative qualifications.

Current Facility Representative information and past quarterly performance indicator reports are accessible via the Internet at <http://www.facrep.org>. Should you have any questions or comments on this report, please contact me at 202-586-3887.

Attachment



Printed with soy ink on recycled paper

Facility Representative Program Performance Indicators Quarterly Report
December 12, 2003

Distribution:

Kyle McSllarrow, S-2	Manager, Carlsbad Field Office
Kevin Kolevar, S-2	Manager, Chicago Operations Office
Linton Brooks, NA-1	Manager, Idaho Operations Office
Robert Card, S-3	Manager, Kansas City Site Office
Everet Beckner, NA-10	Manager, Livermore Site Office
Jessie Roberson, EM-1	Manager, Los Alamos Site Office
Raymond Orbach, SC-1	Manager, Nevada Site Office
William Magwood, NE-1	Manager, Oak Ridge Operations Office
James Mangeno, NA-3.6	Manager, Office of River Protection
	Manager, Ohio Field Office
	Manager, Pantex Site Office
	Manager, Richland Operations Office
	Manager, Rocky Flats Field Office
	Manager, Sandia Site Office
	Manager, Savannah River Operations Office
	Manager, Savannah River Site Office (NNSA)
	Manager, Y-12 Site Office

cc:

Program Sponsors:

Carson Nealy, CH
Roger Wilbur, ID
Steve Lawrence, NSO
Phil Hill, LSO
Bob Poe, OR
Nat Brown, OH
Shirley Olinger, RL
Chris Bosted, ORP
Dero Sargent, RF
Charles Hansen, SR
Ken Zamora, SSO
Dan Hoag, YSO

Steering Committee Members:

Jody Eggleston, AL Service Ctr
Gary Schmidtke, SSO
Heather Holman, SSO
Karl Waltzer, PXSO
Earl Burkholder, PXSO
Carlos Alvarado, PXSO
Joe Vozella, LASO
Fred Bell, LASO
Michael Roberts, KCSO
Don Galbraith, CBFO
Karl Moro, CH

Steering Committee Members,
continued:

Leif Dietrich, PAO
Peter Kelley, BAO
Mark Holzmer, AAO-W
Mike Haben, AAO-W
Bob Seal, ID
Tim Henderson, NSO
Richard Scott, LSO
Michael Jordan, OH
Jennifer Dundas, WVDP
T.J. Jackson, WVDP
Bob Everson, FCP
Jack Zimmerman, MCP
Tyrone Harris, OR
Rick Daniels, OR
Tim Noe, OR
Jeff Parkin, RF
Rob Hastings, RL
Joe Waring, RL
Steve Goff, SRS
Larry Hinson, SRS
Robert Edwards, SRS
Teresa Tomac, SRS
Steve Wellbaum, YSO

Steering Committee Members,
continued:

Emil Morrow, NA
Ray Schwartz, SC
Ed Tourigny, NE
Craig West, ME
Casimiro Izquierdo, FE

ENVIRONMENTAL MANAGEMENT SITES

Facility Representative Program Performance Indicators (3QCY2003)

Field or Ops Office	<u>Staffing Analysis</u>	<u>FTE Level</u>	<u>Actual Staffing</u>	<u>% Staffing</u>	<u>Attrition</u>	<u>% Core Qualified</u>	<u>% Fully Qualified</u>	<u>% Field Time *</u>	<u>% Oversight Time **</u>
Carlsbad	1	1	1	100	0	100	100	60	65
Oak Ridge (EM)	25	16	16	64	1	93	88	39	61
OH/Fernald	6	6	6	100	0	100	100	43	76
OH/Miamisburg	4	4	3	75	1	100	100	44	68
OH/West Valley	2	2	2	100	0	100	100	32	68
Richland	17	17	17	100	2	94	94	38	65
River Protection	11	11	11	100	0	82	82	52	76
Rocky Flats	11	11	10	91	0	100	100	65	75
Savannah River	35	29	29	83	3	100	97	51	85
EM Totals	112	97	95	85	7	96	94	47	74
DOE GOALS	-	-	-	100	-	-	>75	>40	>60

* % Field Time is defined as the number of hours spent in the plant/field divided by the total available work hours in the quarter. The total available work hours is the actual number of hours a Facility Representative works in a calendar quarter, including overtime hours. It does not include leave time (sick, annual, or other) or holidays.

** % Oversight Time includes % Field Time

EM Facility Representative (FR) Highlights:

- At Oak Ridge (EM), a facility coverage matrix was completed, showing an increased need for FR resources under the new Accelerated Closure Plan. The numbers in the above table reflect the new coverage matrix. Also, in future quarterly reports, the Portsmouth and Paducah sites will be represented under a new EM field office.
- At OH/Miamisburg, an FR identified a dangerous situation during a lift that would have resulted in imminent danger; corrective actions were taken immediately and the lift proceeded safely. Also, an FR verified the presence of asbestos containing materials in the ceiling of a room that had already been through the safe shutdown process; contractor management took appropriate action and proceeded with asbestos abatement program.
- At OH/West Valley, an FR participated on the Readiness Surveillance for the Spent Nuclear Fuel (SNF) Shipping. During back shift coverage, an FR observed preparations for and departure of the SNF from WVDP to Idaho by rail.
- At Richland, an FR identified significant issues related to the startup, engineering, and safety basis for the Sludge Water System. The subsequent analysis by the FR identified systemic issues and resulted in three USQ issues that required resolution prior to startup. Also, FRs supported the DOE readiness review activities for startup of several important facility and associated new processes: TRU retrieval activities at the Solid Waste Storage and Disposal facility; new activity startups for HC-9B holdup removal activities and receipt and storage of FFTF interim storage casks; and 232-Z D&D activities at PFP. The overall grades for the assessments were satisfactory.
- At River Protection, an FR identified a 480V cord that was in danger of being pinched in a scissor lift mechanism. The FR notified the worker not to lower the lift and then had the cord removed and rerouted. Also, FRs identified that the contractor's response to a recent personnel vapor exposure event at C-Farm was ineffectively managed and poorly communicated to employees.
- At Savannah River, two FRs completed a Validation Assessment supporting restart of the saltstone facility following modifications to support processing of Low Curie Salt Waste. Also, SR FRs participated in a Type B accident investigation of a plutonium uptake at Los Alamos TA-55 and an FR participated in an ISMS Phase I and II review of Bechtel Jacobs Co. EM Operations at Oak Ridge site.

NATIONAL NUCLEAR SECURITY ADMINISTRATION SITES

Facility Representative Program Performance Indicators (3QCY2003)

<u>Site Office</u>	<u>Staffing Analysis</u>	<u>FTE Level</u>	<u>Actual Staffing</u>	<u>% Staffing</u>	<u>Attrition</u>	<u>% Core Qualified</u>	<u>% Fully Qualified</u>	<u>% Field Time *</u>	<u>% Oversight Time **</u>
Kansas City	1	1	1	100	1	100	100	43	74
Livermore	10	10	9	90	0	100	89	42	66
Los Alamos	13	14	13	100	0	100	92	40	76
Nevada	9	9	8	89	1	100	100	41	63
Oak Ridge (NNSA facility)	1	1	1	100	0	100	100	50	50
Pantex	15	7	7	47	2	100	100	36	62
Sandia	12	8	6	50	0	83	83	37	73
Savannah River	3	3	2	67	0	100	100	56	79
Y-12	9	9	9	100	0	78	78	48	79
NNSA Totals	73	62	56	77	4	95	91	42	71
DOE GOALS	-	-	-	100	-	-	>75	>40	>60

* % Field Time is defined as the number of hours spent in the plant/field divided by the total available work hours in the quarter. The total available work hours is the actual number of hours a Facility Representative works in a calendar quarter, including overtime hours. It does not include leave time (sick, annual, or other) or holidays.

** % Oversight Time includes % Field Time

NNSA Facility Representative (FR) Highlights:

- At Kansas City, the FR program is being discontinued. The remaining FR is being transitioned to other duties and will transfer to another position in January 2004.
- At Livermore, 3 FRs and the FR team leader participated on the ORR team for startup of the Decontamination and Waste Treatment Facility (DWTF). The ORR was successfully completed and nuclear operations of DWTF have begun. FRs worked closely with LLNL on a NNSA approved Readiness Assessment (RA) of the Heavy Element Facility. An FR served as team leader for the RA.
- At Los Alamos, 3 FRs put forth significant effort to support a type B accident investigation of a Pu-238 uptake event. One FR was a Board member on the Investigation and the other two verified safe condition of curtailed Pu-238 operations. Verification actions were prompted by concerns following analysis of some slip-lid cans during the investigation. The FRs identified several follow-on actions to prevent recurrence. Also, a LASO FR performed an assessment of spills and leaks in radiological areas resulting in discovery of numerous items (primarily legacy equipment) leaking oils/fluids onto the floor. In response, the facility is prioritizing and addressing the leaks.
- At Nevada, the FR for the Hazmat Spill Center (HSC) was promoted to Project Manager for the HSC.
- At Sandia, FRs successfully implemented the new ORPS System with SNL. FRs developed and provided continuing training sessions covering changes in reporting criteria and reporting process to SSO co-workers. Three SSO FR vacancies were advertised and selected during the quarter. All positions are expected to be staffed in 2003.
- At Y-12, an FR teamed with the YSO Beryllium Program Subject Matter Expert to oversee significant improvements in the beryllium program. Also, an FR raised concerns about a poor Conduct of Operations practice of allowing numerous Y-12 fire system panels to remain in continuous alarm indefinitely. Following several worker alarm tampering incidents, the contractor agreed to take corrective actions to eliminate this problem that had been an outstanding deficiency from the FR assessment report.
- At Savannah River, FRs completed a Validation Review for system modifications to support the transition of some functions from 232H to the new 233H facility. Also, FRs completed an NNSA-SRSO Validation Review for the TCON project. The Validation Review involved oversight of the WSRC Management Assessment, WSRC ORR Team and interaction with the DOE ORR Team.

OFFICE OF SCIENCE SITES

Facility Representative Program Performance Indicators (3QCY2003)

<u>Area/Ops Office</u>	<u>Staffing Analysis</u>	<u>FTE Level</u>	<u>Actual Staffing</u>	<u>% Staffing</u>	<u>Attrition</u>	<u>% Core Qualified</u>	<u>% Fully Qualified</u>	<u>% Field Time *</u>	<u>% Oversight Time **</u>
Ames	1	1	1	100	0	100	100	41	80
Argonne-East	5	5	5	100	0	100	100	25	78
Argonne-West	3	3	3	100	0	100	67	34	66
Brookhaven	6	6	6	100	0	100	100	35	89
Fermi	2	2	2	100	0	100	50	46	77
Oak Ridge (SC facilities)	3	2	2	67	0	100	100	66	79
Princeton	1	1	1	100	0	100	100	52	73
SC Site Totals	21	20	20	95	0	100	90	38	79
DOE GOALS	-	-	-	100	-	-	>75	>40	>60

* % Field Time is defined as the number of hours spent in the plant/field divided by the total available work hours in the quarter. The total available work hours is the actual number of hours a Facility Representative works in a calendar quarter, including overtime hours. It does not include leave time (sick, annual, or other) or holidays.

** % Oversight Time includes % Field Time

SC Facility Representative (FR) Highlights:

- At Argonne-West, FRs identified weaknesses in compressed gas cylinder storage, inspection, labeling, and leak testing. The overall compressed gas cylinder program was improved to address the identified weaknesses. Also, an FR observed that DOE-related findings and concerns were not properly entered and tracked in the ANL-W Database for Improvement Opportunity Tracking (DIOT) system. ANL-W improved the corrective action tracking system based on the FR review.
- At Brookhaven, FRs were involved with assessing the condition and status of roofs at BNL following an extensive period of rain which resulted in many roof leaks. The FRs worked with BNL to ensure adequate prioritization of roofing repairs. Also, FRs were involved in the BNL Accident Investigation of a incident where a graduate student had both eyes injured by a laser. The FRs were also involved in a thorough review of the Laser Safety Program.

OFFICE OF NUCLEAR ENERGY, SCIENCE AND TECHNOLOGY SITES

Facility Representative Program Performance Indicators (3QCY2003)

<u>Area/Ops Office</u>	<u>Staffing Analysis</u>	<u>FTE Level</u>	<u>Actual Staffing</u>	<u>% Staffing</u>	<u>Attrition</u>	<u>% Core Qualified</u>	<u>% Fully Qualified</u>	<u>% Field Time *</u>	<u>% Oversight Time **</u>
Idaho	18	16	15.5	86	2	100	94	45	84
Oak Ridge (NE facilities)	5	5	3	60	0	100	75	62	72
NE Totals	23	21	18.5	80	2	100	91	48	82
DOE GOALS	-	-	-	100	-	-	>75	>40	>60

* % Field Time is defined as the number of hours spent in the plant/field divided by the total available work hours in the quarter. The total available work hours is the actual number of hours a Facility Representative works in a calendar quarter, including overtime hours. It does not include leave time (sick, annual, or other) or holidays.

** % Oversight Time includes % Field Time

NE Facility Representative (FR) Highlights:

- At Idaho, an updated staffing analysis was completed in August 2003. With the loss of 2 FRs assigned to the Idaho Falls Facilities / INEEL Research Center, an existing FR will cross-qualify to provide coverage of these facilities. NE-ID is in the process of re-evaluating contractor oversight philosophy and filling the vacancies at these facilities has been deferred until a final determination of FR coverage has been completed.